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8 September 1969

MEMORANDUM FOR: Executive Officer

SUBJECT : IOS - Administrative
(Significant Accomplishments
for Fiscal Year 1969)

Attached herewith are IOS accomplishments for Fiscal
Year 1969 as requested in your memorandum of 7 August 1969.

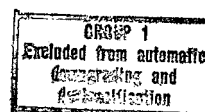


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Acting Deputy Director of Security (IOS)

Attachment

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policy and procedure in cases requiring waivers and in cases involving individuals who have previously been granted approvals for use on other [] projects or whose approvals were granted by another Program Office.

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(5) Delineation of Clearance Responsibility in Contract Employee Cases

In order to eliminate confusion that had previously existed in other components of the Agency regarding processing channel for Contract Employee clearances, ID initiated action culminating in an agreement within the Office of Security whereby ID will handle all Contract Employee-Type B (External) cases emanating from DD/P elements, and PSD will handle Type B (External) cases from non-DD/P components, as well as all Type A (Internal) cases.

(6) Electronic Processing of DODCI Checks

ID assisted in the overall planning in connection with the electronic processing of DODCI checks which was commenced on a full-scale basis during FY 1969, and necessary procedures were instituted to ensure that the maximum benefits were realized from the standpoint of curtailment of investigative coverage and a speeding up of the clearance process.

(7) [] Assignments

Plans were formulated leading to the adoption of a system whereby ID assigns investigative coverage directly to [] instead of going through SAD as heretofore, thus eliminating an extra time-consuming step and considerable unnecessary paperwork.

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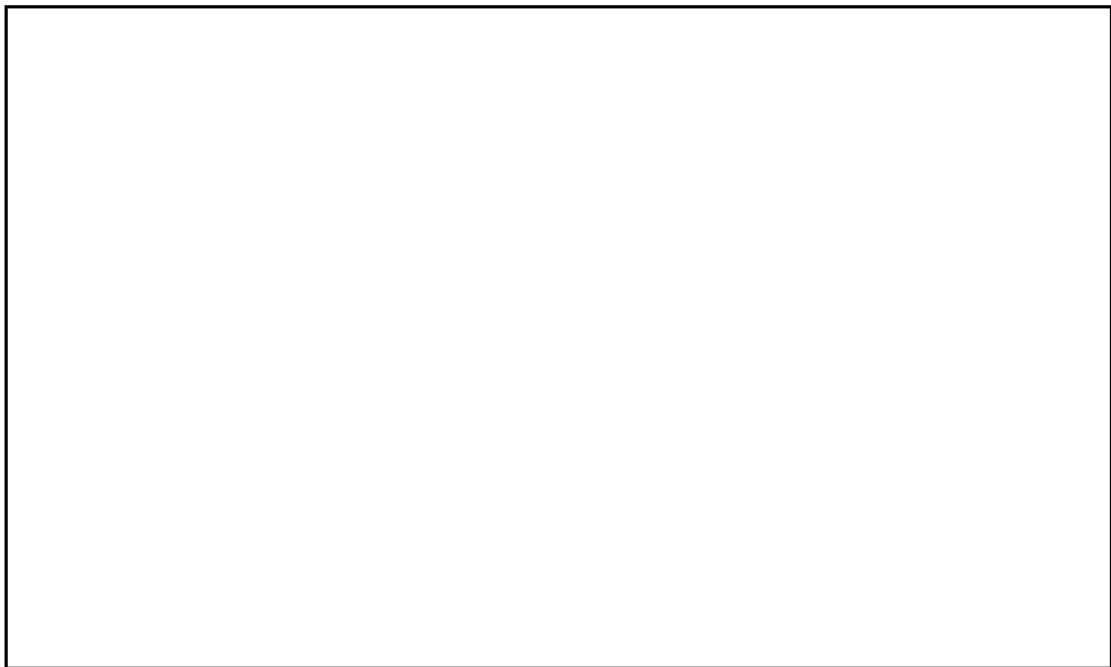
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(8) Revision of the Agents Manual

A revision of the Agents Manual was undertaken and substantially completed during FY 1969. When finally completed and published in early FY 1970, the revised Manual will provide [] with essential, up-to-date information concerning investigative and administrative matters.

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(10) Program to Supply CIB with Background Investigation Dates in [] Approval Cases

The Investigations Division initiated a program under which CIB will be provided, on a continuing basis, with background investigation dates on all persons on whom [] approvals have been issued and who are currently active. The inclusion of this information in CIB indices will substantially cut down the processing time in many cases involving new requests on persons who have held previous approvals, where such approvals

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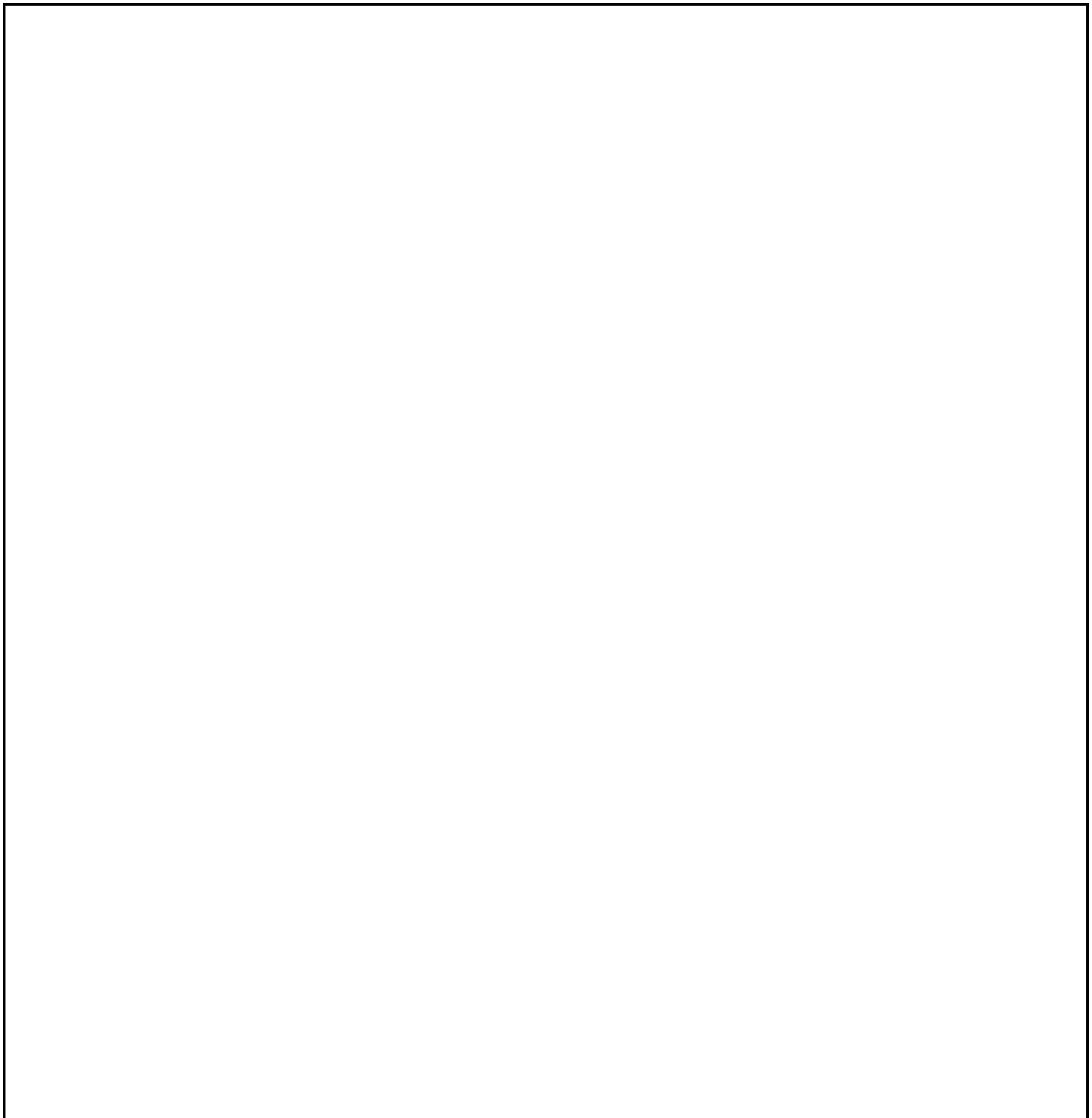
- (12) Use Communications Channels
by Members of PFIAB

Arrangements were made so that members of the President's Foreign Intelligence Advisory Board may, if necessary, use secure communications facilities.

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(4) Elimination of Short Form Reporting

In October 1968, [redacted] returned to the full narrative style of reporting in all investigative cases. For a period of over three years, due to an abnormally heavy case load and a growing backlog of untyped reports [redacted] it was necessary to permit the use of a short form method of

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reporting investigations in certain types of completely favorable cases. This action was taken with the understanding that it was only a stop-gap measure and that a return to the detailed narrative style of reporting would be made as soon as the situation had normalized. This long form report is, of course, a more costly and time-consuming process involving not only a greater load on the stenographic employee, but also on the Agent who must spend considerably more time in dictation. Despite these factors, however, we have felt it essential to return to our regular standard type of reporting which represents a much better quality end-product and provides the user with important information that is lacking in the short form report.

(5) Special Agents Training Course #40

25X1 [redacted] Special Agents Training Course [redacted] was conducted at Headquarters. [redacted] new agents participated in this course which was designed to give these young men a foundation in investigative techniques and to provide a thorough and detailed orientation on the structure, mission, and functions of the Office of Security.

(6) In-Service Training Course

25X1 A Special Agents In-Service Training Course was conducted

25X1 [redacted] attended the course. The objectives of the course were to provide these agents, [redacted]

25X1 [redacted] with an updated understanding of their own roles and responsibilities in relation to the total Headquarters effort and to furnish them a better understanding of the decision-making process at Headquarters and the factors affecting that process.

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